

SOLICITATION NUMBER TIRNO-04-R-00017  
PART I - THE SCHEDULE  
SECTION F - DELIVERIES OR PERFORMANCE

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**F.1 CLAUSES INCORPORATED BY REFERENCE**

This contract incorporates the following clauses by reference with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available.

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FAR CLAUSE NUMBER	FAR TEXT REFERENCE	TITLE
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The following shall apply to any Task Orders awarded on a fixed price basis:

52.242-15	42.1305(b) (1)	Stop-Work Order (AUG 1989)
52.242-17	42.1305(d)	Government Delay of Work (APR 1984)

The following shall apply to any Task Orders awarded on a cost reimbursement basis:

52.242-15	42.1305(b) (2)	Stop-Work Order (AUG 1989) Alternate I (APR 1984)
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**F.2 TERM OF CONTRACT**

(a) The term of this contract is from the date of award for a period of one year.

(b) This contract includes four (4) option periods for the renewal of the contract, which may be unilaterally exercised by the Government. Each option period shall not exceed one (1) year in duration and shall be exercised in accordance with Section I, FAR 52.217-9, Option to Extend the Term of the Contract.

**F.3 TASK ORDER PERIOD OF PERFORMANCE**

The period of performance will be specified in individual task orders. In the event that a task order requires performance that extends beyond the current contract term, the Contractor shall be required to complete performance within the time frame set forth in the task order, provided such period does not extend beyond one (1) year after expiration of the contract. In that event, the contract will be considered to have been extended to the date of expiration of the Task Order. No new task orders will be issued during this period. Any extension to the period of performance of the contract shall be solely for the purpose of completing the remaining active task order(s).

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**F.4 PLACE OF PERFORMANCE**

A large percentage of the work under this contract will be performed in the Washington, D.C. Metropolitan area. Other performance locations may include all of the United States, its territories and occasionally international locations throughout the world. However, the exact location(s) will be specified in the individual task orders.

**F.5 DELIVERABLES**

(a) All applicable deliverables, their required delivery dates, and destination of delivery will be specified in each task order issued under this contract. The schedule for completion of work to be performed under this contract will be delineated in each task issued under this contract, as applicable.

(b) For purposes of delivery, all deliverables shall be made by close of business (COB) 4:30 P.M. local time (Washington, DC) at destination, Monday through Friday, unless stated otherwise in the task order.

(c) All deliverables submitted by diskette shall be free of any known computer virus or defects. If a virus or defect is found, the deliverable will not be accepted. The replacement file shall be provided within two (2) working days after notification of the presence of a virus.

**F.5.1 DELIVERABLES COVER LETTER**

Each contract-level and task-order-level deliverable shall be accompanied by a cover letter from the Contractor on Company letterhead. Multiple deliverables may be delivered with a single cover letter describing the contents of the complete package. A sample letter is shown in Section J.14, Figure J.14.1.

**F.5.2 DELIVERABLES ACCEPTANCE FORM**

Each task-order-level deliverable or work product shall be accompanied by an Inspection, Acceptance and Receiving Report form. The form is to be signed by the COTR after they have reviewed and/or tested the deliverable based on the acceptance criteria and established acceptance period defined in the task order.

The COTR signature indicates the review has been completed and the deliverable is accepted. Multiple deliverables for a task order may be accompanied by a single form describing the contents of the complete package. A sample form is shown at Section J.14, Figure J.14.2.

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**F.5.3 NOTICE REGARDING LATE DELIVERY**

In the event the Contractor anticipates difficulty in complying with any contract delivery schedule, the Contractor shall immediately provide written notice to the Contracting Officer and the Lead Contracting Officer's Technical Representative (Lead COTR). For any task order level deliverable, the Contractor shall provide written notification immediately to the COTR, with a copy to the Contracting Officer. Each notification shall give pertinent details, including the date by which the Contractor expects to make delivery; PROVIDED, that this data shall be informational only in character and that receipt thereof shall not be construed as a waiver by the Government of any contract delivery schedule, or any rights or remedies provided by law or under this contract.

**F.5.4 RETURN OF GOVERNMENT FURNISHED INFORMATION/PROPERTY (GFI/GFP)**


The Contractor shall return all Government information, property, and data used in conjunction with the performance of task orders under the contract to the COTR or per instruction from the Contracting Officer. The GFI/GFP, whether furnished by the government to the Contractor or acquired by the Contractor with government funding, shall be delivered/transmitted within 30 days of completion of the applicable task order.

**F.6 SUBMISSION OF CORPORATE REPORTS**

(a) The Government requires sufficient information to monitor cost, schedule and technical data on its projects. The reports, to be described in the below paragraphs F.7 through F.11, identify the cost and schedule data elements the Government requires in order to fulfill those requirements. The cost and schedule requirements also provide the basic information needed to manage a task order. The TIPSS-3 SCHEDULE OF REPORTING REQUIREMENTS, at Figure F.6.1, describes the types of reports required, the number of copies, distribution and frequency. Each report shall conform to the sample formats contained in Section J.14, Figures J.14.3 through J.14.9, unless specified otherwise in the contract.

(b) In general, the title of the reports shall contain the Contractor's name and TIPSS-3 contract number. Reports required under this contract shall be delivered to the Contracting Officer, the COTR, and the Lead COTR. The addresses of the Contracting Officer and Lead COTR will be provided at time of contract award. The address of the COTR will be specified on individual task orders or upon written notice by the Contracting Officer. Any changes in the Contracting Officer, COTR or Lead COTR will be provided in writing by the Contracting Officer.

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(c) Contractors shall utilize IRS-standard compliant software for reporting purposes unless specified otherwise in the task order. The current IRS word processing standard is Microsoft Word 97. Microsoft Office 97 Professional is the current office suite of tools. The standard project management tool is Microsoft Project 98. 

(d) Contracting Officers of the Department of the Treasury, Treasury Bureaus, and other federal agencies shall have the authority to request the standard reports or different reports and program reviews for their specific task orders. Such special terms and conditions will be included in the individual Task Order Request for Proposal (TORFP) according to their standards. The required reports are more fully described in the subparagraphs below.

**F.7 CONTRACTOR ACCOUNTING PERIOD REPORTS**

(a) The Contractor shall provide a written list of the beginning and ending dates of their accounting period for the current fiscal year within ten (10) working days after contract award to the Lead COTR and the Contracting Officer.

(b) Thereafter, ten (10) working days PRIOR to the beginning of the Contractor's fiscal year, the Contractor shall provide a written list of the beginning and ending dates of each of their accounting periods for that fiscal year to the Lead COTR and the Contracting Officer.

(c) This report shall also be provided to each COTR ten (10) working days after task order award.

**F.8 TIPSS-3 TASK ORDER (TO) STATUS REPORTS**

(a) TIPSS-3 requires standard Task Order Status Reports for all task order administered by the IRS. The type of status report may vary by the type of task order issued. The status report type will be identified upon task order award. The TO Status Report shall be at the task order level unless a lower Work Breakdown Structure (WBS) level of reporting is explicitly required and stated in the Task Order Request for Proposal. Subparagraphs F.8.1 through F.8.3 describe the types of reports required for each task order type.

(b) The Contractor shall submit all TO Status Reports within ten (10) working days after the end of each of the Contractor's accounting periods. Such due dates are subsequently not subject to change, except by mutual agreement of the parties in a written modification.

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(c) All task order costs reported shall be fully burdened, including fee, unless requested otherwise. All TO Status Reports shall reflect accurate actual costs incurred and hours utilized. Incrementally funded task orders shall be planned and reported at the current obligated amounts. All TO Status Reports shall include Subcontractor costs and hours. If estimates are used; the Contractor is responsible for noting in the report which figures are estimates and to what extent.

**F.8.1 TIPSS-3 COMPLETION TO STATUS REPORTS**

(a) The IRS must be able to monitor the cost, schedule and labor utilization of each Completion Task Order against its baseline plan and schedule of deliverables. The Contractor shall submit their report in the format at Section J.14, Figure J.14.3, TIPSS-3 COMPLETION TO STATUS REPORT, which figure identifies each required element and the format in which they are to be presented in the Completion TO Status Report. The following items must be addressed in the report narratives:

- (1) Work Accomplished During the Reporting Period;
- (2) Issues or Anticipated/Current Problems (including Exceptions to Plan); and
- (3) Planned Work for Next Period.

(b) Detailed explanations along with any corrective actions shall be prepared in all instances where:

- (1) The cost or schedule variances exceed plus or minus ten percent (10%);
- (2) The estimated completion date exceeds the scheduled completion date;
- (3) The actual delivery date is different from the deliverable due date; and/or,
- (4) The estimate at completion exceeds the current task order value.

(c) Project plans must be based on available funding obligated to date, unless identified otherwise in the Completion Status Report. This will enable the Government to plan for additional funding requirements and will alert the Government to potential shortfalls that could adversely impact projects. Project plans must be updated as funding and/or schedule changes are made to the task order.

(d) The Contractor shall attach copies of any Deliverable Cover Letters sent (not the deliverables) and any Deliverables Acceptance Forms approved during the reporting period to the Completion TO Status Reports submitted to the Contracting Officer and the Lead COTR. (See subparagraphs F.5.1 and F.5.2, above)

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**F.8.2 TIPSS-3 TERM/TIME & MATERIALS (T&M) TO STATUS REPORTS**

(a) The Government must be able to monitor the hours and cost during a term task in order to identify potential cost and hour overruns/underruns, their magnitude and when they will occur. Time and Materials task orders will be considered level-of-effort task orders. For planning and reporting purposes, each period of performance, i.e., base year, option year 1, option year 2...option year 4, shall be treated separately. At the start of each new performance period, excess hours remaining from the preceding period will not be carried over to the new period unless renegotiated by the Contracting Officer. It is up to the Government to determine whether any excess funds not used in the preceding period will be available in the next performance period and to what extent. Where work requests have been issued or modified, plans shall be based on those work requests. The remaining dollars and hours not allocated by work requests shall be averaged across the remainder of the period of performance by the Contractor's accounting periods. The Government must be able to monitor the cost, schedule and labor utilization of each term task order against its baseline plan.

(b) The Contractor shall submit Term TO Status Reports in the formats at Section J.14, Figure J.14.4, TIPSS-3 TERM/T&M TO STATUS REPORT FOR TO UNDER \$500K and Figure J.14.5, TIPSS-3 TERM/T&M TO STATUS REPORT FOR TO OVER \$500K. These figures identify each required element and the format in which they are to be presented in the applicable Term TO Status Report. Included in each status report are graphical representations of the usage of hours and costs for the task order. The following items must be addressed in the report narratives:

- Work Accomplished During the Reporting Period
- Issues or Anticipated/Current Problems (including Exceptions to Plan)
- Planned Work for Next Period.

(c) Detailed explanations along with any corrective actions shall be prepared in all instances where:

- (1) The cost or schedule variances exceed plus or minus ten percent (10%);
- (2) The estimated completion date does not match the period of performance;
- (3) The actual delivery date is different from the deliverable due date; and/or
- (4) The plan to expend funds remaining does not equal the time remaining.

(d) Project plans must be based on available funding obligated to date, unless identified otherwise in the report. This will enable the Government to plan for additional funding requirements and alert the Government of potential shortfalls that could adversely impact projects. Project plans must be updated when new work requests are issued or



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modified and/or when funding or schedule changes are made to the task order during the reporting period.

(e) The Contractor shall attach copies of any new work requests issued or modified during the reporting period to the status reports submitted to the Contracting Officer and the Lead COTR.

**F.8.3 TIPSS-3 FIXED-PRICE TO STATUS REPORTS**

(a) The Government must be able to monitor deliverable progress and interim deliverables against its baseline plan and schedule of deliverables. The Contractor shall submit Fixed-Price TO Status Reports in the format at Section J.14, Figure J.14.6, TIPSS-3 FIXED-PRICE TO STATUS REPORT. Figure J.14.6 identifies each required element and format in which the report shall be presented. The following items must be addressed in the report narratives:

- Work Accomplished During the Reporting Period
- Issues or Anticipated/Current Problems (including Exceptions to Plan)
- Planned Work for Next Period

(b) Detailed explanations, along with any corrective actions shall be prepared in all instances where:

- (1) The Planned Completion Date exceeds the Period of Performance, and/or
- (2) The actual delivery date is different from the deliverable due date.

Provide a description of any unresolved and/or anticipated problems, as they relate to the cost, deliverable dates, the Planned Completion Date or the software development plan schedule.

(c) The Contractor shall attach copies of any Deliverable Cover Letters (not the deliverables) sent and any Deliverables Acceptance Forms approved during the reporting period to the status reports submitted to the Contracting Officer and the Lead COTR. (See subparagraphs F.5.1 and F.5.2, above)

**F.9 TIPSS-3 QUARTERLY SUBCONTRACTOR REPORTS**

The Contractor shall submit the names of their approved Subcontractors to the Contracting Officer, Lead COTR, and IRS Small Business Program Office on a quarterly basis. The list shall cite subcontractor names in alphabetical order and the Principle Task Area under which each one provides support to the Contractor. A sample format is shown at Section J.14, Figure J.14.7

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**F.10 TIPSS-3 QUARTERLY GOVERNMENT-OWNED/CONTRACTOR-HELD PROPERTY REPORTS**

The Contractor shall submit a report of Government-Owned/Contractor-Held Property for each active task order on a quarterly basis. One copy for all tasks shall be provided to the Contracting Officer and the Lead COTR. Each COTR designated in task orders shall also receive a copy for their assigned task order(s). If no Government-Furnished Property has been provided, enter "NONE" on the report. The report shall provide the information shown at Section J.14, Figure J.14.8

**F.11 TIPSS-3 QUARTERLY AGENCY/BUREAU TASK ORDER REPORT**

On a quarterly basis, the Contractor shall provide the information as described at Section J.14, Figure J.14.9 to the CO and the Lead COTR. The report will allow the IRS to collect a limited amount of data required for the Department of the Treasury, and other Government oversight reports. This data is required for all Departments of the Treasury, Treasury Bureau, and other federal agency tasks not managed by the IRS.

**F.12 SUBCONTRACTING PLAN REPORTS**

Large Businesses shall submit periodic reports which show compliance with their TIPSS-3 subcontracting plan. The Contractor shall submit Standard Forms 294 and 295 in accordance with the instructions on the forms. The Contractor shall ensure that their subcontractors agree to submit the forms, which forms are described in subparagraphs F.12.1 and F.12.2, below. The SF 294 and SF 295 forms are available online at the General Services Administration web address: <http://www.gsa.gov/forms>

**F.12.1 SUBCONTRACTING REPORT FOR INDIVIDUAL CONTRACTS**

The Contractor shall submit Standard Form (SF) 294, SUBCONTRACTING REPORT FOR INDIVIDUAL CONTRACTS to the Contracting Officer and the IRS Small Business Program Office within 30 days after the close of each calendar period: (1) October 1 through March 31 and (2) April 1 through September 30. The SF 294 report is required for all contractors submitting individual or master subcontracting plans.

**F.12.2 SUMMARY SUBCONTRACT REPORT (SF 295)**

The Contractor shall submit Standard Form (SF) 295, SUMMARY SUBCONTRACT REPORT to the Contracting Officer, IRS Small Business Program Office, and Department of the Treasury Director, Office of Small Business Development. The

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report is due within 30 days after the close of the calendar period: October 1 through September 30.

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**FIGURE F.6.1 TIPSS-3 SCHEDULE OF REPORTING REQUIREMENTS**

<b>Report Description</b>	<b>Number of Copies</b>	<b>Due Dates</b>
Contractor Accounting Period Reports (Section F.7)	1-CO 1-Lead COTR 1-COTR (TO award only)	10 working days after contract award and 10 working days PRIOR to the beginning of the Contractor's fiscal year
Task Order Status Reports (Section F.8)	1-CO 1-Lead COTR 1-COTR	10 working days after the end of each of the Contractor's Accounting Periods
Quarterly Subcontractor Reports (Section F.9)	1-CO 1-Lead COTR 1-IRS Small Business Program Office, Ms. Jodie Paustian, OS:A:P:P 6009 Oxon Hill Road, Suite 800, Oxon Hill, MD 20745	10 working days after the end of each reporting period: October 1 – December 31 January 1 – March 31 April 1 – June 30 July 1 – September 30
Quarterly Government-Owned / Contractor-Held Property Reports (Section F.10)	1-CO 1-Lead COTR 1-COTR	10 working days after the end of each reporting period: October 1 – December 31 January 1 – March 31 April 1 – June 30 July 1 – September 30
Quarterly Agency/Bureau Task Order Reports (Section F.11)	1-CO 1-Lead COTR	10 working days after the end of each reporting period: October 1 – December 31 January 1 – March 31 April 1 – June 30 July 1 – September 30
Subcontracting Report for Individual Contracts (SF294) (Section F.12)	1-CO 1-IRS Small Business Program Office, Ms. Jodie Paustian, OS:A:P:P 6009 Oxon Hill Road Suite 800, Oxon Hill, MD 20745	30 days after the close of each calendar period (CP). Dates due: April 30 (CP 10/01-3/31) October 30 (CP 4/01- 9/30)
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Report Description	Number of Copies	Due Dates
Summary Subcontract Report (SF295) (Section F.12)	1-CO 1-IRS Small Business Program Office, Ms. Jodie Paustian, OS:A:P:P, 6009 Oxon Hill Road, Oxon Hill, MD 20745 1-Department of the Treasury, Director, Office of Small Business Development 1500 Pennsylvania Ave, NW Mail Code 655-15 <sup>th</sup> /6099 Washington, DC 20220	30 days after the close of each calendar period (CP). Date due: October 30 (CP 10/01-9/30)

(End of Section)